

	<p>REQUEST FOR PROPOSALS (RFP) SOUTH DIVISION STREET PROMENADE PROJECT Proposals Due: May 11, 2009</p>
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CITY OF AUBURN
REQUEST FOR PROPOSALS (RFP)
SOUTH DIVISION STREET PROMENADE PROJECT

The City of Auburn ("City") is soliciting proposals from qualified consulting firms to provide professional services for the design and construction engineering services for the South Division Street Promenade ("Promenade") project in Downtown Auburn.

Five (5) copies of the proposal package must be submitted on or before **5:00 P.M. on Monday, May 11, 2009** to the City of Auburn Public Works Department, 25 West Main St, Auburn, WA 98001. Proposals shall be sent in a sealed envelope and clearly marked: "Proposal – South Division Street Promenade" in the lower left corner. Questions regarding this solicitation should be directed to Ryan Vondrak, Project Engineer, by email only at rvondrak@auburnwa.gov. The City will conduct an optional pre-proposal meeting on April 30, 2009 at 1:30 p.m. in the City Council Chambers, 25 West Main Street (City Hall) in Auburn.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below.

PROJECT DESCRIPTION

The City of Auburn (City) is in the midst of redeveloping the Downtown area. The Promenade is an integral part to Auburn's Downtown Redevelopment and implements the vision for downtown established in the Auburn Downtown Plan adopted in 2001. A street cross section for South Division Street and preliminary architectural renderings have been developed and approved by the City Council. The Promenade begins at the edge of the City Hall Plaza at West Main Street and runs along the west side of South Division Street to 3rd Street SE. This project is dependent on grant funding.

The proposed improvements will require further refinement during the project preliminary design phase to evaluate alternative surface treatments. The project is summarized as follows:

The project includes the reconstruction of South Division Street including roadway pavement, crosswalks, sidewalks, street trees and tree grates, potted plants, pedestrian lighting, street lighting, City-owned fiber conduits, storm drainage improvements, and aesthetic treatments at the intersections of 2nd Street/South Division Street, 1st Street/South Division Street, and at Main Street/South Division Street all in accordance with the City's Promenade plan and the adopted Downtown Sidewalk Guidelines. In addition, the project includes the relocation of City-owned sanitary sewers lines, upsizing of City-owned water lines, and restoration of public facilities needed to accomplish these improvements. This project will also be required to coordinate with the City Hall Plaza project. The Promenade project is dependent on grant funding.

SCOPE OF WORK

The Scope of Work will include, at a minimum, the following elements:

1. General
 - Project Management
2. Preliminary Design –
 - Alternatives Evaluation for surface treatments for the aesthetic improvements at the above mentioned street intersections at a radius of 60 feet from center of the intersection.
 - The Downtown Redevelopment Committee, a council committee, will review the alternatives prior to final selection. This will include preparing documents for the committee meeting and attendance at the meeting.
3. Detailed Design
 - General – Upon selection of an alternative for implementation, the Consultant will prepare plans, specifications, cost estimates, surveys, environmental technical information, geotechnical investigations, and permitting requirements to assist the City in preparation of permitting and public outreach documents and activities. Land acquisition may be required as part of this project and will need to follow the federal acquisition process.
 - 30% design
 - 60% design
 - 90% design
 - Final Construction Documents
4. Engineering Services During Construction (Optional) which may include:
 - Bid period assistance
 - Permit and environmental compliance
 - Preparation of Record drawings

PROPOSAL ELEMENTS

Each proposal is limited to fifteen (15) double-sided pages (excluding cover and dividers), and should present the development team qualifications for this project and shall identify the following:

1. The Project Team, including sub-consultants, expertise and experience with similar projects including designing public streets, sidewalks, water, sanitary sewer and storm drainage facilities, landscaping, textured pavement designs, and other urban design features found in a linear open space. Include the following:
 - Project name
 - Location and project costs
 - A brief description of the project
 - The firm's role in the project
 - Project Team member roles in the project
 - A project reference and contact phone number
2. The Project Team's approach to the project.
3. The Project Team's anticipated project schedule.
4. The Project Team's approach to coordinating with other City consultants.
5. The firm's process/procedures for providing quality assurance/quality control through out the life of the project.
6. Qualifications of the proposed Project Team members, including any sub-consultants proposed, for both the design effort and for the final design effort and their availability.
7. Relevant past experience with public street and sidewalk projects, other innovative urban design projects, and working with local governments.
8. A description of experience in working with the public sector and elected officials.

As a supplement to the above you may include three (3) bound copies of **general** firm/team information and Project Team member resumes.

SELECTION PROCESS AND EVALUATION CRITERIA

A committee of City personnel will evaluate and rate the proposals to these criteria:

1. Project team experience with similar projects.
2. Project team member qualifications.
3. Approach to the project.
4. Anticipated Project Schedule.
5. Quality Assurance / Quality Control Plan.

Following evaluation of the Proposals, the City may select a consultant to provide the engineering and construction services or elect to interview up to the three (3) of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience in roadway design, utilities design, urban design and overall project approach.

SELECTION SCHEDULE

The City's proposed schedule for consultant selection, subject to change, is as follows:

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| 1. Advertise for Proposals | April 22, 2009 and April 29, 2009 |
| 2. Pre-proposal meeting | April 30, 2009 @ 1:30 p.m. |
| 3. Deadline for Submittal of Proposals | May 11, 2009 @ 5:00 p.m. |
| 4. Preliminary Selection of Firms | May 18, 2009 |
| 5. Notify Firms Chosen for Interviews (City Option) | May 19, 2009 |
| 6. Consultant Interviews (City Option) | Week of May 25, 2009 |
| 7. Final Selection | June 3, 2009 |
| 8. Execution of Consultant Agreement | July 27, 2009 |

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.